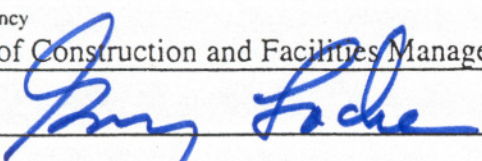




King County  
Administrative Policies and Procedures

General Administrative  
Policies & Procedures

|                           |  |                   |                 |
|---------------------------|--|-------------------|-----------------|
| Title                     | Key Card Access System   | Document Code No. | FES 8-1-1 (AP)  |
| Department/Issuing Agency | Department of Construction and Facilities Management   | Effective Date    | August 12, 1994 |
| Approved                  |  Aug. 2, 1994 |                   |                 |

1.0 SUBJECT TITLE: Key Card Access System.

1.1 EFFECTIVE DATE: Ten days after signature.

1.2 TYPE OF ACTION: Superseding FES 8-1 (AP)

1.3 KEY WORDS: (1) Access control to Courthouse Complex (2) Key card application (3) Key card access (4) I.D. - key card (5) Generic key card.

2.0 PURPOSE: To establish uniform procedures for key card application, distribution and access control.

3.0 ORGANIZATIONS AFFECTED:

3.1 All King County Executive departments, offices, and agencies.

4.0 REFERENCES: None.

5.0 DEFINITIONS:

5.1 "Official County I.D." means picture I.D. card issued by Licensing and Regulatory Services (LARS) to all County employees when hired.

5.2 "Key Card" means a card issued by DCFM--Administrative Services with magnetic strip for use in designated key ports to gain access to Courthouse Complex.

5.2.1 "Employee I.D. Key Card" means official County I.D. with photo which also functions as a key card.

5.2.2 "Generic Key Card" means a non-photo key card.

5.3 "Courthouse Complex" means Courthouse, Administration Building and Parking Garage.

5.4 "Access Level" means a time range into which key card holders are grouped. The different access levels determine which groups may enter the Courthouse Complex at designated times.

## 6.0 POLICIES:

- 6.1 DCFM--Administrative Services shall maintain a key card access system for the Courthouse Complex and has the authority to control the issuance or cancellation of any key card.
  - 6.1.1 Employees whose job duties require access to the Courthouse Complex outside of regular business hours and employees entitled to park in the King County Garage (per Parking Regulations issued 3/20/87) will be issued key cards upon the request of the appropriate agency manager.
  - 6.1.2 All key card requests for twenty-four hour/seven day per week access must be approved by the appropriate department director.
- 6.2 All key cards must be turned in to DCFM--Administrative Services when such cards are no longer needed by an agency or when an employee assigned a card leaves King County employment or transfers from one County agency to another.
- 6.3 Key card holders shall not loan the card issued to them to any other person and shall report to DCFM--Administrative Services immediately any lost or malfunctioning cards.

## 7.0 PROCEDURES:

| <u>Responsibility:</u>                                   | <u>Action:</u>   |
|--|--|
|  | 7.1 Key card requests  |
|  | 7.1.1 For King County Employee I.D. Key Cards:   |
| Requesting Agency  | 7.1.1.1 Submits a signed key card request form to DCFM--Administrative Services, attention Information Supervisor.   |
| DCFM--Administrative Services,<br>Information Supervisor | 7.1.1.2 Reviews it for completeness, returning it to the agency if not complete.<br><br>7.1.1.3 If complete, signs as approved for issue, assigns access level.  |
| Information Staff  | 7.1.1.4 Makes one copy of the form and returns it to the agency along with instructions on procedures for getting photo taken at Licensing and Regulatory Services (Refer to Appendix 9.2).<br><br>7.1.1.5 Adds the employee's name to the alphabetical listing of key card employees for that agency. |

- |  |          |  |
|--|----------|--|
| Requesting Agency Payroll Clerk                          | 7.1.1.6  | Prepares a King County I.D. form and gives it to the employee along with the copy of the approved key card request form and sends the employee to LARS Division for a photo.   |
| LARS.Photo Staff   | 7.1.1.7  | Takes photo but does not laminate it. Places it in pickup basket along with key card form.   |
| DCFM--Administrative Services,<br>Information Staff      | 7.1.1.8  | Checks photo basket in LARS daily for key card photos. If the photo is not received from LARS within three weeks, calls the requesting agency manager's office to inquire why the employee has not gotten the photo taken. |
|  | 7.1.1.9  | Upon receipt of photo, inputs information into computer, attaches bar-code to photo and laminates the card.  |
|  | 7.1.1.10 | Calls the agency to tell the employee it is ready to be picked up. Upon pickup, gives employee key card, instructions for use (Appendix 9.3) and has the employee date and initial the original key card request form.     |
|  | 7.1.2    | For generic, non I.D. key cards:   |
| Requesting Agency  | 7.1.2.1  | Submits a signed key card request form to DCFM--Administrative Services.   |
| DCFM--Administrative Services,<br>Information Supervisor | 7.1.2.2  | Reviews it for completeness, returning it to the agency if not complete.   |
|  | 7.1.2.3  | If complete, signs as approved for issue, assigns access level and adds the requester's name to the alphabetical listing for that agency.  |
|  | 7.1.2.4  | Inputs information into computer, attaches bar code to generic card and laminates.   |
|  | 7.1.2.5  | Calls the agency to tell the employee or agency representative it is ready to be picked up. Upon pickup, has the employee or agency representative date and initial the original key card request form.                    |

7.2 Key Card Cancellations:

- |   |  |
|---|--|
| Requesting Agency Payroll Clerk                       | 7.2.1 Returns key card to the DCFM--Administrative Services Information Supervisor for destruction. In cases when a rush cancellation is necessary, calls the Information Supervisor to facilitate the cancellation. |
| DCFM--Administrative Services, Information Supervisor | 7.2.2 Deletes file in the computer to deactivate card, destroys key card, and updates alphabetical key card listing.   |
|   | 7.2.3 Furnishes Fiscal Technician monthly information regarding any key card cancellations involving Parking Garage access.  |

7.3 Lost, Stolen, or Damaged Key Cards:

- |   |   |
|---|---|
| Card Holder or Requesting Agency Payroll Clerk        | 7.3.1 Reports to DCFM--Administrative Services Information Supervisor lost, damaged or stolen cards.    |
| DCFM--Administrative Services, Information Supervisor | 7.3.2 Cancels key card from computer and instructs card holder on procedure for obtaining replacement.  |
| Card Holder   | 7.3.2.1 If I.D. key card, obtains new I.D. card form from payroll clerk and goes to LARS for new photo. |
|   | 7.3.2.2 If generic key card, requests replacement from Information Supervisor.                          |

8.0 RESPONSIBILITIES

8.1 Requesting Agency is responsible for:

- 8.1.1 Submitting a signed key card request form to DCFM--Administrative Services whenever a new card is needed or an existing card needs to be modified to provide different hours of access.

8.2 Agency payroll clerks are responsible for:

- 8.2.1 Issuing a King County I.D. card form to accompany copy of key card request form when the requested key card will be used by a County employee.
- 8.2.2 Returning to the DCFM--Administrative Services Information Supervisor all key cards which are no longer needed due to change in functions, employee transfers or terminations, or any other reasons requiring keycard cancellations.

8.3 DCFM--Administrative Services is responsible for:

- 8.3.1 Approving all key card requests, monitoring the usage of key cards and canceling cards when necessary.
- 8.3.2 Preparing and issuing key cards to the requesting agencies and maintaining all computer and paper documentation on the key card system.

8.4 Licensing and Regulatory Services Division is responsible for:

- 8.4.1 Ensuring that the copy of the key card request form presented by an employee is properly signed by DCFM.
- 8.4.2 Taking County I.D. photos and attaching two copies of those photos to key card request form for pick up by DCFM--Administrative Services Information Supervisor.

8.5 Office of Human Resource Management is responsible for:

- 8.5.1 Furnishing DCFM with a list of employees who have terminated or transferred each pay period.

8.6 Key Card Holders are responsible for:

- 8.6.1 Not loaning the key card issued them to anyone else.
- 8.6.2 Reporting loss of card or any problems with malfunctioning cards immediately.
- 8.6.3 Taking care not to damage or obscure the key-code strip on the back of the card.
- 8.6.4 Returning key card to the issuing county agency payroll clerks when the card is no longer needed, or when transferring to another County agency, or when leaving County employment.

9.0 APPENDIX

- 9.1 Sample key card request form.
- 9.2 Copy of instructions to obtain a key card.
- 9.3 Copy of instructions on use of key card.



**King County**  
**Records and Elections Division**  
Archives and Records Management  
Department of  
Executive Administration  
King County Administration Building  
500 Fourth Avenue Room 553  
Seattle, WA 98104  
**(206) 296-1572**

August 17, 1994

TO: DEPARTMENT POLICY/PROCEDURE MANUAL STATIONS

FM: Archives and Records Management Section

RE: Distribution of Administrative Policy FES 8-1-1 (AP)

This memo transmits Administrative Policy FES 8-1-1 (AP), "Key Card Access System."  
This policy supersedes Administrative Policy FES 8-1 (AP). Please place the attached  
policy in your AP Policy/Procedure Binder behind the FES index tab, and remove the  
superseded policy.

If you have any questions, please call Linda Grob at 296-1572.

COMPLETE AND RETURN TO DEPT. OF CONSTRUCTION AND FACILITIES MANAGEMENT, ATTN.: PUBLIC INFORMATION  
BRANCH, ROOM 320 ADMINISTRATION BUILDING (MAIL STOP 3A, FAX 296-1811)

TO RETURN CARDS, TO OBTAIN MORE FORMS, TO REPORT LOST CARDS Call Judy Hager, 296-0104

KEY CARD REQUEST FORM

This authorizes the issue of a key card to

Employee: \_\_\_\_\_ AUTHORIZED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Division/Agency Manager

Title: \_\_\_\_\_

Dept/Div.: \_\_\_\_\_ CONCURRENCE: \_\_\_\_\_ Date: \_\_\_\_\_  
(if required) Department Head/Elected Official

Phone: \_\_\_\_\_

**NOTE: CARDS ARE NOT TRANSFERABLE AND MUST BE RETURNED TO DCFM IF EMPLOYEE TRANSFERS OR LEAVES COUNTY**

**INSTRUCTIONS:** Use this form to request access to the Courthouse and Administration Building outside of the open hours listed below.

|                         |                     |                        |                                      |                   |                       |
|-------------------------|---------------------|------------------------|--------------------------------------|-------------------|-----------------------|
| <u>Courthouse Open:</u> | Weekdays:           | 6:30 a.m. - 10:00 p.m. | <u>Administration Building Open:</u> | Weekdays:         | 6:45 a.m. - 6:00 p.m. |
|                         | Saturdays:          | 8:30 a.m. - 5:00 p.m.  |                                      | Saturdays:        | Closed*               |
|                         | Sundays & Holidays: | Closed                 |                                      | Sundays/Holidays: | Closed*               |

\*The Administration Building can be accessed via the Third Avenue Entrance of the Courthouse during open hours for the Courthouse.

**KEY CARD ACCESS SELECTIONS:** Check ONE of the boxes below. If you have questions, call Judy Hager (296-0104).

PART I--COURTHOUSE/ADMINISTRATION BUILDING ACCESS

SELECT ONE TIME FRAME:

- A. ☐ 24-Hours/Seven Days per week: CONCURRENCE OF ELECTED/OFFICIAL DEPARTMENT HEAD REQUIRED.
- B. ☐ Weekend Access: 6:00 a.m. - 6:00 p.m. Saturday  
6:00 a.m. - 6:00 p.m. Sunday and Holidays
- C. ☐ Weekday Access: 2:00 a.m. - 6:45 p.m. Monday thru Friday
- D. ☐ Weekend Access: 6:00 p.m. - 6:00 a.m. Saturday  
6:00 p.m. - 6:00 a.m. Sunday and Holidays

**PART II--SPECIAL ACCESS NEEDS:** Note: for weekday access to the King County Parking Garage, call Robin Bishop (296-0659) prior to submitting this form.

For needs not listed above please specify here. Administrative Services, Information Branch will contact you.

Type of Special Need: \_\_\_\_\_

Please Contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_

For DCFM Use:

APPROVED FOR USE BY:

Date:

Key Card Number \_\_\_\_\_

Access Level \_\_\_\_\_

KEY CARD RECEIVED BY:

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR USE BY

CCS DIV.

DEPARTMENT OF CONSTRUCTION AND FACILITIES MANAGEMENT

ADMINISTRATIVE SERVICES DIVISION

Key Card  
Policy #FES8-1-1 (AP)  
Appendix 9-2  
(revised 1/31/94)

HOW TO OBTAIN AN I.D. KEY CARD:

1. Take the attached Key Card Request form to your division payroll clerk, who will prepare a County I.D. card form.
2. Take both forms to the Licensing and Regulatory Services Division, 4th Floor, King County Administration building. Go to the Business License counter and tell the clerk that you are there to have your key card photo taken.
3. You will receive your key card in approximately five working days from the date you have your photo taken.

If you have any questions, please call Judy Hager, Public Information Supervisor, or Jill Sherman-Konkle, Information Operator, at 296-0104



King County  
Department of Construction and Facilities Management  
Administrative Services



### KEY CARD INSTRUCTIONS

#### GENERAL INFORMATION:

1. You are personally responsible for the key card issued to you.  
Never loan your card to another person.  
Report loss of card or any problems with malfunctioning card readers immediately to Judy Hager, 296-0104 (8:00 a.m. to 4:30 p.m., Monday through Friday).
2. Take care not to damage or obscure the "key card" strip on the back of the card. If you experience difficulty in using your card, call Judy Hager, 296-0104.
3. Remember that your key card will only open doors at the times originally specified on the Key Card Assignment form. If you feel the original request needs to be changed, see your supervisor since such changes would require a new Assignment form.
4. If a key card entry port malfunctions, you can gain access by ringing the Third Avenue nightbell. You must show an official King County I.D., and are required to sign in.

#### IF YOU TRANSFER OR LEAVE THE COUNTY:

1. If you transfer from one County agency to another, your key card is not transferable. You must turn it in to your former payroll clerk, who will then return it to DCFM--Administrative Services.
2. If you leave County employment you must turn in the key card along with all other County property. Your department payroll clerk will return the card to DCFM--Administrative Services.

#### KEY CARD READER LOCATIONS:

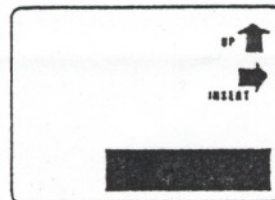
1. King County Courthouse  
4th Avenue entrance
2. Administration Building  
2nd floor entrance Jefferson  
Street side
3. King County Parking Garage.  
For those of you who are  
authorized to park in the garage,  
the locations are:
  - 5th Avenue entrance
  - Terrace Street entrance
  - 5th and Jefferson Street door

4-14-94

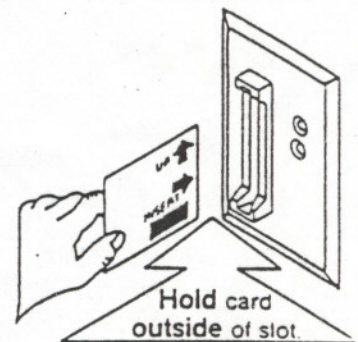
keycard

### READER INSTRUCTIONS

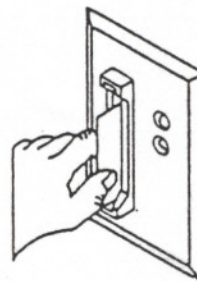
#### 1 Find stripe.



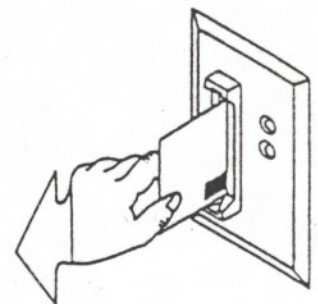
#### 2 Hold stripe as shown.



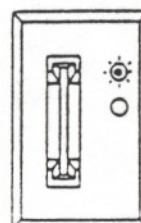
#### 3 Push card smoothly into slot until it stops.



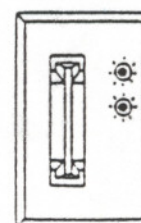
#### 4 Pull card out.



#### 5 Green light—you're in.



Both lights or no  
light. Repeat.



Red light—no entry.

